RETURN COMPLETED PLAN TO:

1. Arizona Emergency Response Commission
2. Local Emergency Planning Committee
3. Fire Department/District with Jurisdiction

EMERGENCY RESPONSE PLAN QUESTIONNAIRE

1. Facility Name: _____

_____
(Street Address)

_____
(City) (Zip) (County)

Note: If street address is not available enter physical location, e.g., 1/4 mile south of Smith Highway on Jones Road.

2a. Facility ( ) is ( ) is not on Indian Land

2b. Name and Address of Indian Nation, if applicable:

_____

_____

3. Facility Emergency Coordinator:

A. Name: _____

B. Title/Position: _____
C. Telephone: Business _____ 24 Hour _____

4. Alternate Facility Emergency Coordinator:

A. Name: _____

B. Title/Position: _____

C. Telephone: Business _____ 24 Hour _____

5. Fire Department/District having jurisdiction: _____

_____
Note: Please confirm this before entering

6. Provide a brief description of the product(s) or service(s) provided at this facility. Include how extremely hazardous substances are used, e.g., Jones Gear, Inc. is a fabricator of precise machined metal components for the aerospace industry. Extremely hazardous substances stored on-site are used to treat the surface of metal as it is turned into a final product.

_____

_____

_____

_____

7. Days of the week in operation (e.g. Monday through Friday)

_____

8. Hours of operation (e.g. 8:00 a.m. to 5:00 p.m.)

_____

9. Number of personnel for: day shift_____

swing shift _____

night shift _____

Note: Include office staff and other support personnel during each shift.

10. Hazardous materials clean-up and disposal assistance (check one and complete specified information when applicable).

A. _____ No pre-arrangements made

B. _____ Pre-arrangements made with:

Company Name: _____

Telephone Number (____) _____

Address _____

_____

11. Briefly specify the in-house emergency response procedures to be used in the event of an imminent or accidental reportable release of an extremely hazardous substance (EHS), to safeguard the public health, safety, welfare and the environment to the maximum extent practicable.

    Include:

    A. On-site response capabilities and levels of training commensurate with 29 CFR 1910.120, as applicable, to include personnel involved and actions to be taken.

    B. Identification of emergency units on or in close proximity to the facility to include fire, emergency medical and law enforcement.

    C. Planned notification procedures: on-site personnel and response agencies and off site-site response and regulatory agencies. Address both on-site/off-site alarms, sirens/horns etc., for personnel notification.

    D. Evacuation plans to include routes, assembly areas and personnel accounting procedures.

12. Briefly describe methods the facility will use to determine the area likely to be affected during a release of an EHS, e.g., computer modeling, chemical detection equipment, emergency personnel surveillance, etc. Include methods used both on/off-site, as applicable.

13. Identify transportation routes and methods to transport extremely hazardous substances to/from the facility, if known. This information will assist in the overall hazard analysis program. Identification of routes on the site map requested in question #20 would be helpful.

14. Describe technical expertise (e.g., chemist, engineer, industrial hygienist, etc.) you would make available to public agencies in the event of an EHS release from your facility. List titles and the type of expertise. Names/ phone numbers are not required. If none check here: ___

Note: This information will assist local emergency agencies. Contact, if required, will be through the Facility Emergency Coordinator.

_____

_____

_____

15. Indicate all internal electronic communications systems to be used by facility personnel in an emergency situation.

Phone: _____ Intercom: _____

Two-way Radio: _____

Frequencies: Primary _____ Alternate _____

Other: (Specify) _____

16. Please specify the general property use of sites contiguous to your facility.

For purposes of this questionnaire, the term "contiguous" means "directly adjacent to and within approximately one-quarter mile of the property line in the indicated direction." It is likely that along one property line there may be multiple uses of the land. Please list all major uses of the land within the definition (i.e., mixed residential/commercial or residential/light industry or apartments/residential or vacant land/residential, etc.).

North _____

South _____

East _____

West _____

17. Indicate the type of operations involving EHS(s). Check all applicable categories.

__ Hydraulic Equipment	__ Dust Collectors	__ Drying Rooms
__ Pickling or Garnetting	__ Electro Plating	__ Flow Coaters
__ Magnesium Processing	__ Spray Painting	__ Dip Tanks
__ Molten Salt Baths	__ Ovens, Process	__ Baler or Shredder
__ Fiberglass Operations	__ Welding/Cutting	__ Dry Cleaning
__ Above Ground Tanks	__ Under Ground Tanks	__ Cryogenic Gas
__ Compressed Gas	__ Liquified Gas	__ Laboratory Chemical
__ Combustible Metal Processing		__ Others (Next Page)

Other _____

_____

18. List fixed and/or portable chemical detection equipment (if any) available for monitoring releases of extremely hazardous substances e.g., combustible gas analyzers, oxygen meters and fixed monitoring systems.

ITEM	GENERAL USE	FIXED OR PORTABLE

19. List facility emergency equipment and supplies for use in the event of an unplanned release of EHS. Use the format shown below:

Note: Include spill kits, self-contained breathing apparatus (SCBA), absorbent pillows, fire fighting equipment, foam, etc.

ITEM	GENERAL USE	TYPICAL QUANTITY ON HAND
e.g. absorbent pillows	solvent spills	5-20 lb bags; 1 case

20. Provide a legible site map (8-1/2" X 11") of your facility showing locations of building, general area of storage, EHS storage locations, and roadway entrances to include street names. Large facilities on multiple sites or multiple areas may choose to use more than one map to show all applicable information requested.

This document, when properly completed, meets the requirements of Arizona Revised Statutes 26-347. It will be reviewed annually by the facility coordinator. The capability to execute the plan on the request of the Arizona Emergency Response Commission or the Local Emergency Planning Committee can be demonstrated. In preparing this plan, the coordinator has consulted with the local emergency planning committee and other emergency and health professionals to assure maximum coordination with those whose cooperation or services may be required in the event of a reportable release.

The information provided herein is as accurate and complete as possible.

_____ _____

Signature of Facility Representative Date

_____

Title

Complete a hazard analysis worksheet (page 9) for each Extremely Hazardous Substance on-site at any one time at or above the threshold planning quantity.

HAZARD ANALYSIS WORKSHEET

Complete for each Extremely Hazardous Substance (EHS) that is on-site at or above the threshold planning quantity.

1. Chemical Name _____

2. Chemical Abstract Service (CAS) Number _____

3. Anticipated chemical physical property during:

   Normal Use: Solid ___ Liquid ___ Gas ___

   Unplanned Release: Solid ___ Liquid ___ Gas ___

   Mixture Percentage: (if applicable) _____
   If the Extremely Hazardous Substance (EHS) is a component in a mixture enter the weight percentage or the range of weight percentages for multiple mixtures of the EHS (e.g., 10% arsenic or 2-98% sulfuric acid).

   Note: If the EHS is stored as a liquid, is the temperature above ambient temperature? Yes ___ No ___; near boiling? Yes ___ No __

   In general what is the temperature of the EHS?

   _____

   Is there a dike under the container of liquid or molten solid? Yes ___ No ___; If so, what is the area (in square feet) of the diked area? _____

4. List the largest amount of EHS in a single container or vessel or group of interconnected vessels.

   _____ Pounds

   List only the actual weight of the extremely hazardous substance (EHS) in the single largest container or interconnected group of containers at your facility. Keep in mind that for mixtures or solutions use only the weight of the actual EHS. If the EHS is a liquid or gas, conversion data to pounds may be found on the material safety data sheet (MSDS) for the EHS or by contacting the vendor.

5. Identify additional engineering controls, safeguards and/or actions taken by the facility which could decrease the risk associated with the worst case scenario involving this EHS. Examples: written procedures, alarm systems, building/fire code compliance, etc.